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Thirteenth session, Part I
Lyon, 11-15 September 2000
Item 2 (a) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

I. INTRODUCTION

1. Arrangements have been made for the thirteenth session of the Subsidiary Body for Implementation (SBI) to be held at the Palais des Congrès, Lyon, France, from 11 to 15 September 2000. A welcoming ceremony is scheduled to take place at 10 a.m. on Monday, 11 September 2000. The session of the SBI is scheduled to be opened by the Chairman at 11 a.m. on the same day.

2. In the light of the decision to increase the number of sessional periods in 2000, the Executive Secretary has, after consulting the Bureau, determined that the most pragmatic means of numbering the sessions is for the sessions of the subsidiary bodies in November 2000, in conjunction with the sixth session of the Conference of the Parties (COP), to be regarded as the resumed thirteenth session. Therefore, the provisional agenda, as presented in this document, covers both parts of the thirteenth session, in Lyon in September (part I) and in The Hague in November (part II). Likewise the annotations, as presented in this document, refer to the thirteenth session as a whole. However, they concentrate mainly on the first part and envisage, to the extent possible, the discussions in the second part. Further annotations for the second part of the session may be issued as an addendum to this document. Separate reports on each part of the session will be prepared.

3. Following agreement reached during the fifth session of the Conference of the Parties (COP 5), the duration of part I of the thirteenth session of the SBI will be one week. This week

of formal meetings will be preceded by a week of informal meetings, beginning at 3 p.m. on 4 September 2000, at the same venue, with the purpose of advancing negotiations on all issues. These consultations will be convened under the authority of the chairmen of the subsidiary bodies and will normally be open to all participants, including observers. Facilities will be available for up to two meetings at a time. The chairmen of the subsidiary bodies have requested the secretariat to maintain the same servicing arrangements for the pre-sessional week as worked well in June, before the twelfth sessions. Consequently, there will be no provision for interpretation or documentation for the week of the informal meetings. It is hoped that the intensive work during the informal week of meetings will promote significant advances in the negotiating process on the various agenda items under consideration during the session.

4. In view of the significant amount of work that needs to be completed in time for the sixth session of the COP, it will be necessary to make full use of the time available at the thirteenth sessions of the subsidiary bodies. Intensive discussions and negotiations will be necessary during the session and week of informal meetings. The objective will be to develop or advance negotiating texts, including the related decisions, by narrowing options, resolving technical issues and seeking to identify possible approaches to consensus on all issues.

5. The subsidiary bodies may wish to give consideration to any budgetary implications of the decisions to be taken taken with particular reference to any requirements in the current biennium but also with a view to future resource requirements, in particular regarding any decisions on the mechanisms under the Kyoto Protocol.

II. PROVISIONAL AGENDA[1]

6. The provisional agenda for the thirteenth session of the SBI, proposed after consultation with the Chairman, is as follows:

1. Opening of the session.

2. Organizational matters:

   (a) Adoption of the agenda;
   (b) Organization of the work of the session.

3. Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol).

4. Matters relating to Article 3.14 of the Kyoto Protocol.

5. Procedures and mechanisms relating to compliance under the Kyoto Protocol.

6. Activities implemented jointly under the pilot phase.

7. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.

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[1] Items 3 to 8 will be considered jointly with the Subsidiary Body for Scientific and Technological Advice.

8. Capacity-building:

   (a) Capacity-building in developing countries (non-Annex I Parties);
   (b) Capacity-building in countries with economies in transition.

9. National communications from Parties included in Annex I to the Convention: greenhouse gas inventory data from 1990 to 1998.

10. National communications from Parties not included in Annex I to the Convention:

   (a) Provision of financial and technical support;
   (b) Report of the second meeting of the Consultative Group of Experts;
   (c) Second compilation and synthesis of initial national communications from Parties not included in Annex I to the Convention.

11. Financial mechanism:

   (a) Support to the Intergovernmental Panel on Climate Change;
   (b) Report of the Global Environment Facility to the Conference of the Parties;
   (c) Other matters.

12. Venue of the seventh session of the Conference of the Parties.

13. Administrative and financial matters:

   (a) Possible options to respond to late payment of contributions;
   (b) Financial performance 1998-1999 and interim report for 2000;
   (c) Audit reports;
   (d) Implementation of the Headquarters Agreement.

14. Other matters.

15. Report on the session.

III. ANNOTATIONS TO THE PROVISIONAL AGENDA

1. Opening of the session

7. The thirteenth session of the SBI is scheduled to be opened by the Chairman at 11 a.m. on Monday, 11 September 2000.

2. Organizational matters

(a) Adoption of the agenda

8. The provisional agenda for the thirteenth session of the SBI will be presented for adoption. It covers both parts of the thirteenth session, in Lyon in September (part I) and in The Hague in November (part II). It may need to be adjusted to take account of developments during the week of informal meetings preceding part I of the thirteenth sessions of the subsidiary bodies.

9. Items 3 to 8 have been included in the provisional agendas for the thirteenth sessions of both the SBI and the Subsidiary Body for Scientific and Technological Advice (SBSTA).

(b) Organization of the work of the session

10. Parties are invited to refer to the proposed schedule of work for part I of the session contained in annex II to this document.

3. Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol)

11. **Background:** By its decision 5/CP.4,[2] the Conference of the Parties adopted the programme of work set out in the annex to that decision. According to this programme of work, the COP, at its sixth session, is to identify any additional actions needed to address the implementation of Article 4.8 and 4.9 of the Convention, as well as Articles 2.3 and 3.14 of the Kyoto Protocol. The SBI considered this matter jointly with the SBSTA at its twelfth session, and noted the progress made on addressing the implementation of Article 4.8 and 4.9 of the Convention. The subsidiary bodies invited their chairmen, with the assistance of the secretariat, to develop a text on these issues, on the basis of the consolidated text and other inputs from Parties, as well as comments made in the course of the discussions, to serve as a basis for negotiation at the thirteenth sessions of the subsidiary bodies (FCCC/SBI/2000/5, para. 13).

12. **Action:** The chairmen of the subsidiary bodies will, at part I of this session, report on the informal consultations held in Bonn from 23 to 25 August 2000, and on the informal meetings held during the week preceding part I of this session, on the implementation of Article 4.8 and 4.9 of the Convention.

13. The subsidiary bodies will, at part I of the session, have before them document FCCC/SB/2000/5 containing a consolidated text and other inputs from Parties. The subsidiary bodies may wish to consider this document, along with any other text prepared by the chairmen of the subsidiary bodies on the basis of the inputs provided and comments made by Parties which would serve as a basis for negotiation at the thirteenth sessions of the subsidiary bodies. Also, in accordance with decision 12/CP.5,[3] they may wish to discuss the implementation of the examples of initial actions listed in paragraph 4 (a)-(e) of that decision,

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[2] For the full texts of decisions adopted by the Conference of the Parties at its fourth session, see document FCCC/CP/1998/16/Add.1.

[3] For the full texts of decisions adopted by the Conference of the Parties at its fifth session, see document FCCC/CP/1999/6/Add.1.

and they may also wish to discuss the process of implementation of Article 4.8 and 4.9 of the Convention as provided for in the same decision.

4. Matters relating to Article 3.14 of the Kyoto Protocol

14. **Background:** In accordance with Article 3.14 of the Kyoto Protocol, the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP 1) shall consider actions to implement the provisions of Article 3.14. The COP, at its fifth session, having considered this matter along with the implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol), decided to consider further, at its sixth session, matters related to Article 3.14 as an input to COP/MOP 1, taking into account its ongoing discussions on the implementation of Article 4.8 and 4.9 of the Convention (decision 12/CP.5). The SBI considered this matter jointly with the SBSTA at its twelfth session, and noted that discussion had commenced on matters related to Article 3.14 of the Kyoto Protocol (FCCC/SBI/2000/5, para. 13 (c)).

15. **Action:** The chairmen of the subsidiary bodies will, at part I of this session, report on the informal consultations held in Bonn from 23 to 25 August 2000, and on the informal meetings held during the week preceding part I of this session, on matters related to Article 3.14 of the Kyoto Protocol.

16. The subsidiary bodies, at part I of the session, will have before them document FCCC/SB/2000/5 containing a consolidated text and other inputs from Parties. The subsidiary bodies may wish to consider this document, along with any other text prepared by the chairmen of the subsidiary bodies on the basis of the inputs provided and comments made by Parties, which would serve as a basis for negotiation at the thirteenth sessions of the subsidiary bodies.

5. Procedures and mechanisms relating to compliance under the Kyoto Protocol

17. **Background:** By its decision 15/CP.5, the Conference of the Parties decided that the Joint Working Group on Compliance (JWG) should aim to complete its work so as to enable the Conference of the Parties to adopt a decision on compliance under the Kyoto Protocol at its sixth session.

18. The JWG, at its meetings during the twelfth sessions of the subsidiary bodies, developed a text on compliance (FCCC/SBI/2000/5, annex III). It requested the co-chairmen, with the assistance of the secretariat, to further develop the text to serve as the basis for negotiation, along with inputs from Parties, at the thirteenth sessions of the subsidiary bodies.

19. **Action:** The chairmen of the subsidiary bodies will, at part I of this session, report on the informal consultations held in Iceland from 18 to 20 July 2000, and on the informal meetings held during the week preceding part I of this session, on matters related to compliance.

20. The JWG, at part I of the session, will have before it document FCCC/SB/2000/7 containing a text that would serve as the basis for negotiation prepared by the co-chairmen of the JWG. The JWG may wish to consider this text bearing in mind that it must intensify its efforts to fulfil its mandate. The subsidiary bodies may also wish to address relevant issues that are cross-cutting with other provisions of the Kyoto Protocol.

6. Activities implemented jointly under the pilot phase

21. **Background:** The COP, at its first session (decision 5/CP.1), requested the subsidiary bodies to prepare, with the assistance of the secretariat, an annual synthesis report on activities implemented jointly (AIJ) under the pilot phase for consideration by the Conference of the Parties (FCCC/CP/1995/7/Add.1).

22. By its decision 13/CP.5, the COP encouraged Parties involved in activities implemented jointly under the pilot phase to submit, by 30 June 2000, further information on such activities, using the uniform reporting format, for consideration in the fourth synthesis report. This report is contained in document FCCC/SB/2000/6. All reports on AIJ project activities considered in the synthesis report are available on the UNFCCC web site.[4]

23. By the same decision, the COP invited Parties to provide proposals for the improvement of the draft revised uniform reporting format contained in FCCC/SB/1999/5/Add.1, by 31 March 2000. Based on the six submissions received, the secretariat has prepared a further draft revision of the uniform reporting format and draft guidance for its use (FCCC/SB/2000/6/Add.1).

24. **Action:** The subsidiary bodies, at part I of the session, may wish to consider the fourth synthesis report on activities implemented jointly under the pilot phase and the draft revised uniform reporting format. They may also wish to recommend that the COP, at its sixth session, take note of the fourth synthesis report and consider and possibly adopt the revised uniform reporting format.

7. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol

25. **Background:** The subsidiary bodies, at their twelfth sessions, recalling decision 14/CP.5, agreed to forward to the thirteenth sessions of the subsidiary bodies the note by the chairmen of the subsidiary bodies contained in document FCCC/SB/2000/4, entitled "Consolidated text on principles, modalities, rules and guidelines", as a basis for further negotiations on mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol, with priority given to the clean development mechanism (CDM) and with a view to the Conference of the Parties taking decisions on all the mechanisms under Articles 6, 12 and 17 of the Kyoto Protocol at its sixth session, including, where appropriate, recommendations to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its first session (FCCC/SBI/2000/5, para. 21 (c)).

26. At the same sessions, the subsidiary bodies urged Parties, if they wished to make additional submissions, to do so in succinct, legal language and directly related to the text in document FCCC/SB/2000/4, by 1 August 2000, to be reflected in a miscellaneous document to be issued before the thirteenth sessions of the subsidiary bodies (FCCC/SBI/2000/5, para. 21 (d)). These additional submissions are contained in document FCCC/SB/2000/MISC.4. Submissions received after 1 August 2000, if any, will be made available at the thirteenth sessions by way of an addendum to that document.

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[4] http://www.unfccc.de/program/aij/index.html.

27. **Action:** The chairmen of the subsidiary bodies will, during part I of this session, report on the informal consultations on mechanisms held in Bonn from 21 to 22 August 2000, and on the informal meetings on mechanisms held during the week preceding part I of this session.

28. The subsidiary bodies may wish to consider, at their joint sessions, the note by the chairmen contained in document FCCC/SB/2000/4, as well as the submissions by Parties in document FCCC/SB/2000/MISC.4 and any addendum to it. The subsidiary bodies may wish to further consolidate the text. Special consideration may be given to issues such as the rules of procedure of the executive board of the clean development mechanism, accreditation standards for operational entities and the UNFCCC clean development mechanism reference manual. The subsidiary bodies may also wish to address relevant issues that are cross-cutting with other provisions of the Kyoto Protocol.

8. Capacity-building

(a) Capacity-building in developing countries (non-Annex I Parties)

29. **Background:** In accordance with decision 10/CP.5, the secretariat has developed elements of a draft framework for capacity-building activities in developing countries for consideration by the subsidiary bodies at their thirteenth sessions (FCCC/SB/2000/8). This document is based on consultations with Parties at the twelfth sessions of the subsidiary bodies, inputs provided by Parties and relevant intergovernmental organizations (FCCC/SB/2000/INF.1 and Add.1, FCCC/SB/2000/INF.3, FCCC/SB/2000/INF.4, FCCC/SB/2000/INF.6, FCCC/SB/2000/INF.8 and Add.1 and FCCC/SB/2000/INF.9), and elements related to capacity-building emerging from discussions of other issues under the Convention and its Kyoto Protocol.

30. **Action:** The chairmen of the subsidiary bodies will, at part I of this session, report on the informal meetings on capacity-building in developing countries held during the preceding week. The subsidiary bodies, at both parts of the session, may wish to consider the elements of a draft framework and recommend a draft decision on capacity-building in developing countries for adoption by COP 6.

(b) Capacity-building in countries with economies in transition

31. **Background:** In accordance with decision 11/CP.5, the secretariat has developed elements of a draft framework for capacity-building activities in countries with economies in transition for consideration by the subsidiary bodies at their thirteenth sessions (FCCC/SB/2000/9). This document is based on consultations with Parties at the twelfth sessions of the subsidiary bodies, inputs provided by Parties and intergovernmental organizations (FCCC/SB/2000/INF.2, FCCC/SB/2000/INF.4, FCCC/SB/2000/INF.7, FCCC/SB/2000/INF.8 and Add.1 and FCCC/SB/2000/INF.9), and elements related to capacity-building emerging from discussions of other issues under the Convention and its Kyoto Protocol.

32. **Action:** The chairmen of the subsidiary bodies will, at part I of this session, report on the informal meetings on capacity-building in countries with economies in transition held during the preceding week. The subsidiary bodies, at both parts of the session, may wish to consider the

elements of a draft framework and recommend a draft decision on capacity-building in countries with economies in transition for adoption by COP 6.

9. National communications from Parties included in Annex I to the Convention: greenhouse gas inventory data from 1990 to 1998

33. **Background:** In accordance with decisions 9/CP.2[5] and 3/CP.5 of the Conference of the Parties, national inventory data on emissions by sources and removals by sinks are to be submitted by Annex I Parties by 15 April of each year. The COP, by its decision 6/CP.3, requested the secretariat to collect, process and publish, on a regular basis, national greenhouse gas (GHG) inventories submitted annually by Annex I Parties in accordance with decision 9/CP.2. By its decision 6/CP.5, the Conference of the Parties requested the secretariat to prepare documentation in support of the technical review of GHG inventories outlined in that decision.

34. The secretariat has prepared a compilation of the latest available annual inventory data submitted by Annex I Parties (FCCC/SBI/2000/11). This document has a dual purpose: it is also the traditional annual set of national GHG inventories submitted so far by Annex I Parties and the compilation of inventory data constituting part of the synthesis and assessment report requested by the COP in the context of its decision 6/CP.5 on the technical review of GHG inventories.

35. The document's structure resembles that of previous sets of inventory data, with the inclusion of some additional data where possible (e.g. on land-use change and forestry). As the inventory submission format adopted at COP 5 (common reporting format) has been used by Parties for the first time this year, a number of Parties have submitted information later than requested or not in full. This fact, as well as the limited time available since the receipt of the submissions, has prevented the secretariat from completing the additional elements requested in decision 6/CP.5. With the receipt of further information from Parties and additional time, in 2001, the secretariat will be in a position to provide further information in the context of the technical review of GHG inventories during the trial period.

36. A regular progress report on the in-depth reviews of second national communications will be made available at the resumed thirteenth session of the SBI.

37. **Action:** The SBI, at part I of the session, may wish to take note of the latest inventory data available for 1990-1998 from Annex I Parties as contained in document FCCC/SBI/2000/11 and provide guidance to the secretariat on the scope and presentation of GHG inventory data submitted in the common reporting format.

10. National communications from Parties not included in Annex I to the Convention

(a) Provision of financial and technical support

38. **Background:** By its decisions 10/CP.2 and 12/CP.4, the Conference of the Parties requested the secretariat to facilitate assistance to Parties not included in Annex I to the Convention in the preparation of their initial national communications, and to provide a report to

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[5] For the full texts of decisions adopted by the Conference of the Parties at its second session, see document FCCC/CP/1996/15/Add.1.

the subsidiary bodies at each of their sessions. A report covering this request is contained in document FCCC/SBI/2000/INF.7. The table on "Status of the preparation of national communications by Parties not included in Annex I to the Convention" will be posted on the UNFCCC web site.

39. Decision 12/CP.4 further requested the secretariat to compile and make available to the Parties a list of projects submitted by non-Annex I Parties in accordance with Article 12.4 of the Convention. As of this year, the list of projects will be posted on the UNFCCC web site and will be updated on a regular basis.

40. Decision 10/CP.2 also requested the secretariat to submit to the SBI, at each of its sessions, details of the financial support made available by the Global Environment Facility (GEF) to Parties not included in Annex I to the Convention for the preparation of their initial national communications. A report covering this request will be made available for the consideration of the SBI at part II of its thirteenth session.

41. **Actions:** The SBI, at part I of the session, may wish to take note of the information contained in document FCCC/2000/SBI/INF.7 and the list of projects mentioned above and provide any guidance it deems necessary to the secretariat.

42. The SBI, at part II of the session, may further wish to take note of the report on the financial assistance of the GEF to Parties not included in Annex I to the Convention for the preparation of their initial national communications.

(b) Report of the second meeting of the Consultative Group of Experts

43. **Background:** By its decision 8/CP.5, the Conference of the Parties decided to establish a Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention (CGE) with the objective of improving national communications from non-Annex I Parties. According to the terms of reference of the CGE, which are annexed to decision 8/CP.5, the group shall meet twice in the year 2000, each time immediately prior to the meetings of the subsidiary bodies. The first of such meetings took place during the week of informal meetings preceding the twelfth session of the SBI. The second meeting will take place in The Hague from 9 to 10 November 2000. The report of the first meeting of the CGE will be made available at the resumed thirteenth session of the SBI.

44. According to the same terms of reference, there will be one workshop each year in each of the regions (Africa, Asia, and Latin America and the Caribbean) to consider both regional and subregional experience. The first such workshop (Latin America and the Caribbean region) was held in Mexico City from 8 to 12 May 2000. The second workshop (African region) will be held in Nairobi, Kenya from 14 to 18 August, and the third workshop (Asian region) will be held from 11 to 13 October in a place to be decided. The report of the first workshop was considered by the CGE at its first meeting. The reports of the last two workshops will be made available for consideration by the CGE at its second meeting.

45. The SBI, at its twelfth session, decided to continue its consideration of this sub-item at its resumed thirteenth session, by requesting the Chairman of the CGE to present an updated report on the work of the group (FCCC/SBI/2000/5, para. 28 (d)).

46. **Action:** The SBI, at part II of the session, may wish to take note of the oral report on the second meeting of the CGE, which will include information on the regional workshops for the African and Asian regions, and provide further guidance to the group as it deems necessary.

(c) Second compilation and synthesis of initial national communications from Parties not included in Annex I to the Convention

47. **Background:** The COP, by its decision 7/CP.5, requested the secretariat to prepare the second compilation and synthesis of initial national communications from non-Annex I Parties, based on communications received from Parties by 1 June 2000, and to make that report available to the subsidiary bodies at their thirteenth sessions, and to the Conference of the Parties at its sixth session. It also requested the secretariat to report on the problems encountered in the use of the guidelines for the preparation of initial national communications by non-Annex I Parties, and on other issues raised by non-Annex I Parties, with a view to further enhancing the comparability and focus of the communications. An executive summary and a full report of the second compilation and synthesis of initial national communications will be made available at the resumed thirteenth session of the SBI.

48. **Action:** The SBI, at part II of the session, may wish to consider the executive summary and the full report of the compilation and synthesis of 27 initial national communications by non-Annex I Parties and to forward conclusions and/or recommendations to COP 6.

11. Financial mechanism

(a) Support to the Intergovernmental Panel on Climate Change

49. **Background:** By its decision 19/CP.5, the Conference of the Parties noted with concern the urgent appeal for additional resources by the Chairman of the Intergovernmental Panel on Climate Change (IPCC). It urged Parties, and organizations in a position to do so, to contribute financial support to the work of the IPCC to enable it to complete its third assessment report and special reports, in view of their importance to advancing the Convention process.

50. The SBI, at its twelfth session, took note of the statement by the Chairman of the IPCC about the status of a project on "Assessment of Impacts of, and Adaptation to, Climate Change in Multiple Regions and Sectors in Coordination with the IPCC". It also noted the importance of the project's objectives, namely, to develop national and regional capacity to undertake assessments of climate change impacts and adaptation response options, and to improve the level of participation of developing country experts in the IPCC assessments of climate change. The SBI requested the Chairman of the IPCC, in consultation with the GEF Secretariat, to report on the further development of the project at its thirteenth and fourteenth sessions (FCCC/SBI/2000/5, para. 39).

51. **Action:** The secretariat, during part I of the session, will read out a statement from the Chairman of the IPCC reporting on the progress made so far on the project submitted for GEF funding. The SBI may wish to consider this statement and make recommendations to the Conference of the Parties at its sixth session on guidance to the GEF.

(b) Report of the Global Environment Facility to the Conference of the Parties

52. **Background:** The Memorandum of Understanding between the COP and the Council of the GEF, annexed to decision 12/CP.2, provides, inter alia, that the GEF will make available annual reports which should include specific information on how it has applied the guidance and decisions of the COP in its work related to the Convention. In addition, the SBI at its twelfth session requested the GEF council to forward the report on the review of its enabling activities for consideration by the Conference of the Parties at its sixth session. The report of the GEF to the COP will be made available for the SBI at the part II of the session.

53. **Action:** The SBI, at part II of the session, may wish to take note of this report and make relevant conclusions on the financial mechanism for consideration by the COP at its sixth session.

(c) Other matters

54. **Action:** The SBI, at part I of the session, may wish to consider other matters pertaining to the Financial Mechanism that may be put forward by Parties, or outcomes of other agenda items, in order to prepare relevant conclusions and/or draft decisions on possible additional guidance to the GEF for the consideration of the Conference of the Parties at its sixth session.

12. Venue of the seventh session of the Conference of the Parties

55. **Background:** The SBI, at its twelfth session, welcomed the generous offer by Morocco to host the seventh session of the COP and requested the secretariat to review the facilities and report to the SBI at its thirteenth session, with a view to the SBI agreeing on the text of a draft COP decision at the first part of that session (FCCC/SBI/2000/5, para. 43 (g)). Following the calendar of meetings adopted at COP 5 (FCCC/CP/1999/6/Add.1, section II.1), COP 7 will take place from 29 October to 9 November 2001.

56. **Action:** The report of the secretariat and the initial draft decision are contained in document FCCC/SBI/2000/7. The SBI, at part I of the session, may wish to take note of the report and agree upon the draft decision for submission to COP 6.

13. Administrative and financial matters

(a) Possible options to respond to late payment of contributions

57. **Background:** The SBI, at its twelfth session, having considered the report by the Executive Secretary on response options to the late payment of contributions, decided to transmit an initial draft decision for consideration at its thirteenth session, with a view to recommending a draft decision for adoption by COP 6.

58. **Action:** The SBI will have before it a draft decision on this subject (FCCC/SBI/2000/5, annex I). The SBI, at part I of the session, may wish to consider and finalize it for recommendation to the COP for adoption.

(b) Audited Financial Reports 1998-1999

59. **Background:** The financial procedures of the Convention (FCCC/CP/1995/7/Add.1, decision 15/CP.1) require that a final audited statement of accounts for the full financial period shall be provided to the Conference of the Parties as soon as possible after the accounts for the financial period are closed. The audited financial statements for the biennium 1998-1999 as well as the report of the United Nations Board of Auditors on the financial statements are contained in document FCCC/SBI/2000/9.

(c) Interim financial performance for 2000

60. **Background:** Income and expenditure as well as programme delivery during the first half of 2000 are reported in document FCCC/SBI/2000/8. This document includes an update on personnel matters and administrative arrangements

61. Information on the latest status (as at 15 May 2000) of contributions by Parties to the core budget, the Trust Fund for Participation in the UNFCCC Process and the Trust Fund for Supplementary Activities of the UNFCCC is contained in document FCCC/SBI/2000/INF.12.

62. **Action:** The SBI, at part I of the session, may wish to take note of these reports and include relevant decisions in the omnibus draft decision to be adopted at COP 6. It may also wish to express its appreciation to the Parties that have made timely contributions to the core budget, and especially to those that have made voluntary contributions to the other trust funds. The SBI may also wish to urge Parties that have not made their contributions to do so in a timely manner.

(d) Implementation of the Headquarters Agreement

63. **Background:** At the twelfth session of the SBI, the Executive Secretary reported on the implementation of the Headquarters Agreement, specifically with respect to office space, the difficulties faced by delegations in obtaining visas, and by the secretariat with regard to visas, residence status and work permits for family members (FCCC/SBI/2000/5, para. 48). The SBI adopted conclusions on these matters and requested the delegation of Germany and the Executive Secretary to provide information, at the first part of its thirteenth session, regarding further improvements achieved and other steps taken to address the concerns expressed above, in accordance with relevant provisions of the Headquarters Agreement.

64. **Action:** The Executive Secretary will make an oral presentation on the progress made so far. The host government is also expected to make a presentation in response to the conclusions of the SBI at its twelfth session. The SBI may wish to consider the information provided and take any action it deems necessary.

14. Other matters

65. The SBSTA may refer to SBI information on issues related to Articles 7 and 8 of the Kyoto Protocol for consideration in accordance with the agreed division of labour set out in decision 8/CP.4.

15. Report on the session

66. Separate reports on each part of the session will be prepared. Because of the time that is likely to be needed for considering all items on the agenda, a complete draft text of the report may not be available at the end of the session. The SBI may wish to adopt conclusions and authorize the Rapporteur to complete the report after the session under the guidance of the Chairman and with the assistance of the secretariat. Subject to the availability of sufficient time for their translation, conclusions will be made available in all official languages.

Annex I

DOCUMENTS BEFORE THE SUBSIDIARY BODY FOR IMPLEMENTATION AT ITS THIRTEENTH SESSION

Documents prepared for the session

FCCC/SBI/2000/5	Report of the Subsidiary Body for Implementation on its twelfth session, Bonn, 12 -16 June 2000
FCCC/SBI/2000/6	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2000/7	Venue of the seventh session of the Conference of the Parties
FCCC/SBI/2000/8	Administrative and financial matters. Financial performance, 1998-1999 and interim report for 2000. Note by the Executive Secretary
FCCC/SBI/2000/9	Administrative and financial matters. Audited financial statement for the biennium 1998-1999 and report of the Board of Auditors. Note by the Executive Secretary
FCCC/SBI/2000/11	National communications from Parties included in Annex I to the Convention. Report on national greenhouse gas inventories from Annex I Parties from 1990 to 1998
FCCC/SBI/2000/INF.7	National communications from Parties not included in Annex I to the Convention. Provision of financial and technical support. Activities to facilitate the provision of financial and technical support to non-Annex I Parties for the preparation of national communications
FCCC/SBI/2000/INF.12	Administrative and financial matters. Status of contributions
FCCC/SB/2000/4	Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol: Consolidated text on principles, modalities, rules and guidelines. Note by the Chairmen
FCCC/SB/2000/5	Implementation of Article 4.8 and 4.9 of the Convention (Decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol. Matters relating to Article 3.14 of the Kyoto Protocol. Note by the chairmen of the subsidiary bodies
FCCC/SB/2000/6 and Add.1	Activities implemented jointly under the pilot phase: Fourth synthesis report on activities implemented jointly and draft revised uniform reporting format

FCCC/SB/2000/7	Compliance system for the Kyoto Protocol. Note by the co-chairmen of the regional group on compliance
FCCC/SB/2000/8	Capacity-building in developing countries (non-Annex I Parties)
FCCC/SB/2000/9	Capacity-building in countries with economies in transition
FCCC/SB/2000/MISC.4	Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol. Principles, modalities, rules and guidelines. Additional submissions from Parties

Other documents for the session

FCCC/SB/1999/5/Add.1	Activities implemented jointly under the pilot phase. Issues to be addressed in the review of the pilot phase, including the third synthesis report on activities implemented jointly. Note by the secretariat. Addendum
FCCC/SB/2000/INF.1 and Add.1	Capacity-building. Capacity-building in developing countries (non-Annex I Parties). Compilation and synthesis of information on capacity-building needs and priorities of developing countries (non-Annex I Parties)
FCCC/SB/2000/INF.2	Capacity-building. Capacity-building in countries with economies in transition. Compilation and synthesis of information on capacity-building needs and priorities of Parties included in Annex I to the convention but not included in Annex II
FCCC/SB/2000/INF.3	Capacity-building. Capacity-building in developing countries (non-Annex I Parties). Compilation and synthesis of information from Annex II Parties and relevant intergovernmental organizations on their capacity-building activities and programmes
FCCC/SB/2000/INF.4	Capacity-building. Report on the progress in the review by the Global Environment Facility of its enabling activities, its capacity-building activities in its normal work programme, its Country Dialogue Workshops and its Capacity Development Initiative
FCCC/SB/2000/INF.6	Capacity-building. Submissions from Parties not included in Annex I to the Convention
FCCC/SB/2000/INF.7	Capacity-building. Submissions from Parties included in Annex I but not included in Annex II to the Convention
FCCC/SB/2000/INF.8 and Add. 1	Capacity-building. Submissions from Parties included in Annex II to the Convention

FCCC/SB/2000/INF.9	Capacity-building. Submissions from relevant intergovernmental organizations on their ongoing capacity-building activities

Documents available for reference only

FCCC/CP/1999/6	Report of the Conference of the Parties on its fifth session, held at Bonn from 25 October to 5 November 1999
FCCC/CP/1999/6/Add.1	Report of the Conference of the Parties on its fifth session, held at Bonn from 25 October to 5 November 1999. Addendum. Part Two: Action taken by the Conference of the Parties at its fifth session
FCCC/CP/1998/16/Add.1	Report of the Conference of the Parties on its fourth session, held at Buenos Aires from 2 to 14 November 1998. Addendum. Part Two: Action taken by the Conference of the Parties at its fourth session
FCCC/CP/1997/7/Add.1	Report of the Conference of the Parties on its third session, held at Kyoto from 1 to 11 December 1997. Addendum. Part Two: Action taken by the Conference of the Parties at its third session
FCCC/CP/1996/15/Add.1	Report of the Conference of the Parties on its second session, held at Geneva from 8 to 19 July 1996. Addendum. Part Two: Action taken by the Conference of the Parties at its second session
FCCC/CP/1995/7/Add.1	Report of the Conference of the Parties on its first session, held at Berlin from 28 March to 7 April 1995. Addendum. Part Two: Action taken by the Conference of the Parties at its first session
FCCC/SBI/1999/14	Report of the Subsidiary Body for Implementation on its eleventh session, Bonn, 25 October - 5 November 1999

Annex II

PROPOSED SCHEDULE OF WORK FOR PART I OF THE THIRTEENTH SESSIONS OF THE SUBSIDIARY BODIES

	Monday 11 September	Tuesday 12 September	Wednesday 13 September	Thursday 14 September	Friday 15 September
10 a.m. to 1 p.m.	10 a.m. Welcoming ceremony 11 a.m. SBI Items 1, 2, 9, 10, 11 and 14 SBSTA Items 1, 2, 9 (a), 9 (b), 10 and 11	SBSTA *(continued)* INFORMALS	INFORMALS	INFORMALS	JOINT MEETING (SBSTA/SBI) SBSTA items 3, 4, 5, 6, 7 and 8 (a), 8 (b) SBI items 3, 4, 5, 6, 7 and 8 (a), 8 (b) *(possibly until 2 p.m.)*
3 p.m. to 6 p.m.	JOINT MEETING (SBSTA/SBI) SBSTA items 3, 4, 5, 6, 7 and 8 (a), 8 (b) SBI items 3, 4, 5, 6, 7 and 8 (a), 8 (b)	INFORMALS	INFORMALS	SBSTA items 9 (c), 12 and 13 SBI 9, 10, 11 and 14	SBSTA items 9 (a), 9 (b), 10, 11 and 14 SBI items 12, 13 and 15
7 p.m. to 10 p.m.	JOINT MEETING (SBSTA/SBI) *(continued)* SBSTA items 9 (c), 9 (d), 12, 13 SBI items 12 and 13 *(following joint meeting)*	INFORMALS	INFORMALS	INFORMALS	

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